

## **REVISED**

### **2009 Time Entry Deadlines for Monthly Payroll January – June** **(This applies to facilities that are not utilizing ESS for time entry purposes)**

<b><u>Month Issued</u></b>	<b><u>Last Time Entry Date</u></b>		<b><u>Pay</u></b>
	<b><u>Workweek end Saturday</u></b>	<b><u>Workweek end Tuesday</u></b>	
<b>January 30</b>	<b>Jan 17</b>	<b>Jan 13</b>	<b>Jan</b>
<b>February 27</b>	<b>Feb 14</b>	<b>Feb 10</b>	<b>Feb</b>
<b>March 31</b>	<b>Mar 14</b>	<b>Mar 10</b>	<b>Mar</b>
<b>April 30</b>	<b>Apr 11</b>	<b>Apr 14</b>	<b>Apr</b>
<b>May 29</b>	<b>May 16</b>	<b>May 12</b>	<b>May</b>
<b>June 30</b>	<b>Jun 13</b>	<b>Jun 16</b>	<b>Jun</b>

**\*\*July – December schedule will be sent in June 2009\*\***